



the
latest fashion^{*}
in typing^{***}

IBM

Feather-light^{*} Touch

WHAT THE **IBM** ELECTRIC TYPEWRITER CAN DO FOR YOU

CORRECT TYPING POSTURE—ELECTRIC SWITCH—IMPRESSION INDICATOR

HOW TO SET MARGINS—MULTIPLE COPY CONTROL

CARRIAGE RETURN—TABS—BACK SPACER—SHIFT

CARRIAGE—INSERTING AND REMOVING PAPER

LINE SPACING—LINE POSITION RESET—RIBBON COLOR AND FEED

CARE OF YOUR **IBM** ELECTRIC TYPEWRITER—RIBBONS AND CARBON PAPER



Your new IBM Electric Typewriter is a big step forward in making your job more enjoyable. Incorporating all the latest developments in electric typewriter engineering, this new machine has been designed expressly to enable you to produce the finest typewritten work possible with a minimum of effort.

When you begin to realize the benefits of feather-light touch, you will obtain a new appreciation of touch typing.

The keyboard of the IBM Electric Typewriter is designed for the comfort and efficiency of the typist. When you start typing, begin slowly. Keep your fingertips close to the keys in a natural, curved position, instead of raising them high above the keyboard. As you become accustomed to the ease of all-electric typing, you will be amazed at the speed you will achieve and the improved appearance of the typewritten pages.

Remember, all you have to do is touch the keys—the motor does the work.



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The ease, speed, and accuracy with which you type depend primarily upon your posture at the typewriter. Often you gain proficiency by correcting typing posture.

The following suggestions will serve as a guide for you in achieving a more suitable and comfortable typing position:

1. Do not sit too close to or too far away from machine. Sit in a position that will cause upper arms to slope slightly forward.

2. Your chair should be at a height that will put your forearms on the same slope as the keyboard.

3. Sit erect in your chair, directly in front of the typewriter, letting the back rest support you, keeping feet flat on the floor.

In such a position you can type comfortably and efficiently all day at a high speed, without tiring.





ELECTRIC SWITCH—The switch in the front right corner of the machine, under the apron, turns the electric power on and off. When the power is off the keyboard is locked. It is advisable to turn off the power when your typing is interrupted or you leave your machine. When leaving the office, turn off the power before you cover the machine.

IMPRESSION INDICATOR—The impression indicator in the front left corner of the machine controls the over-all type impression. The higher the indicator reading, the heavier the type blow. For normal typing, adjust the indicator, by means of the lever under the apron, so that the period and comma print distinctly, but not heavily. A low indicator setting is best for stencil writing, and a higher indicator setting for multiple carbon copies. Always use the same feather-light touch regardless of indicator setting—the motor does the work.

CORRECT TYPING POSTURE—ELECTRIC SWITCH—IMPRESSION INDICATOR

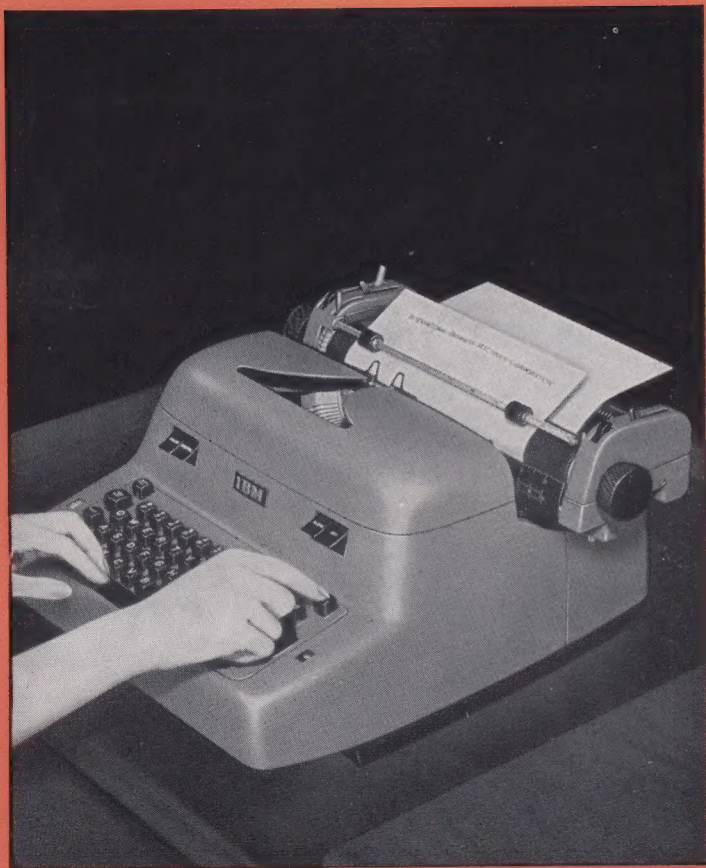
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TO SET MARGINS—Your new IBM Electric Typewriter has a margin set key located on the upper right side of the keyboard.

The 3 steps in setting a margin are:

1. Touch the carriage return key (for left hand margin) or move carriage to extreme right, with carriage release lever (for right hand margin).
2. Hold down the margin set button.
3. While button is held down, move carriage to desired margin.

When you release the button, the margin is set.

Automatic Line Lock—The automatic line lock prevents the type bars from printing when the right hand margin has been reached. To write beyond the right hand margin, press the margin release button.

MULTIPLE COPY CONTROL—The multiple copy control moves the platen either backward or forward to accommodate carbon copies of various amounts and thicknesses. It is scaled from 0—5, and an increasing number of copies may be provided for by moving the lever backward, toward the higher numbers on the scale.

Use this table as a guide:

No. of copies	Setting of multiple copy control
1 to 2	0
3 to 5	1
6 to 8	2
9 to 11	3

Generally, the lever should be advanced one position for every 3 extra copies.

The multiple copy control governs the legibility of the copies and should be used rather than the impression indicator to achieve the desired result. If the copies are not legible, due to insufficient type bar force, the impression indicator should be advanced as well.



HOW TO SET MARGINS—MULTIPLE COPY CONTROL

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COLOR CONTROL

IBM

CLEAR

SET

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REL

MAR
SET

TAB
KEY

BACK
SPACE

LOCK

RETURN

SHIFT

SHIFT

OFF

TAB KEY—The tab key is located on the left side of the keyboard. A light touch with your little finger releases the action. It is not necessary to hold the key down until the carriage comes to a complete stop. The touch of the key does the whole job.

TAB SET KEY—To set a tabular stop, place the carriage at the desired position and depress the tab set key.

TAB CLEAR KEY—To clear a tabular stop, tabulate to the point you wish to clear and depress the tab clear key. To clear all tabular stops in one operation, place the carriage to the extreme left and depress the tab clear key and carriage return key at the same time.

CARRIAGE RETURN—The carriage is returned by means of electric power. A flick of the carriage return key with your little finger returns the carriage and spaces to the next writing line. Your hands should not leave the keyboard.

BACK SPACER—The back spacer is located on the right hand side of the keyboard. A feather-light touch with your little finger causes the swift and positive action.

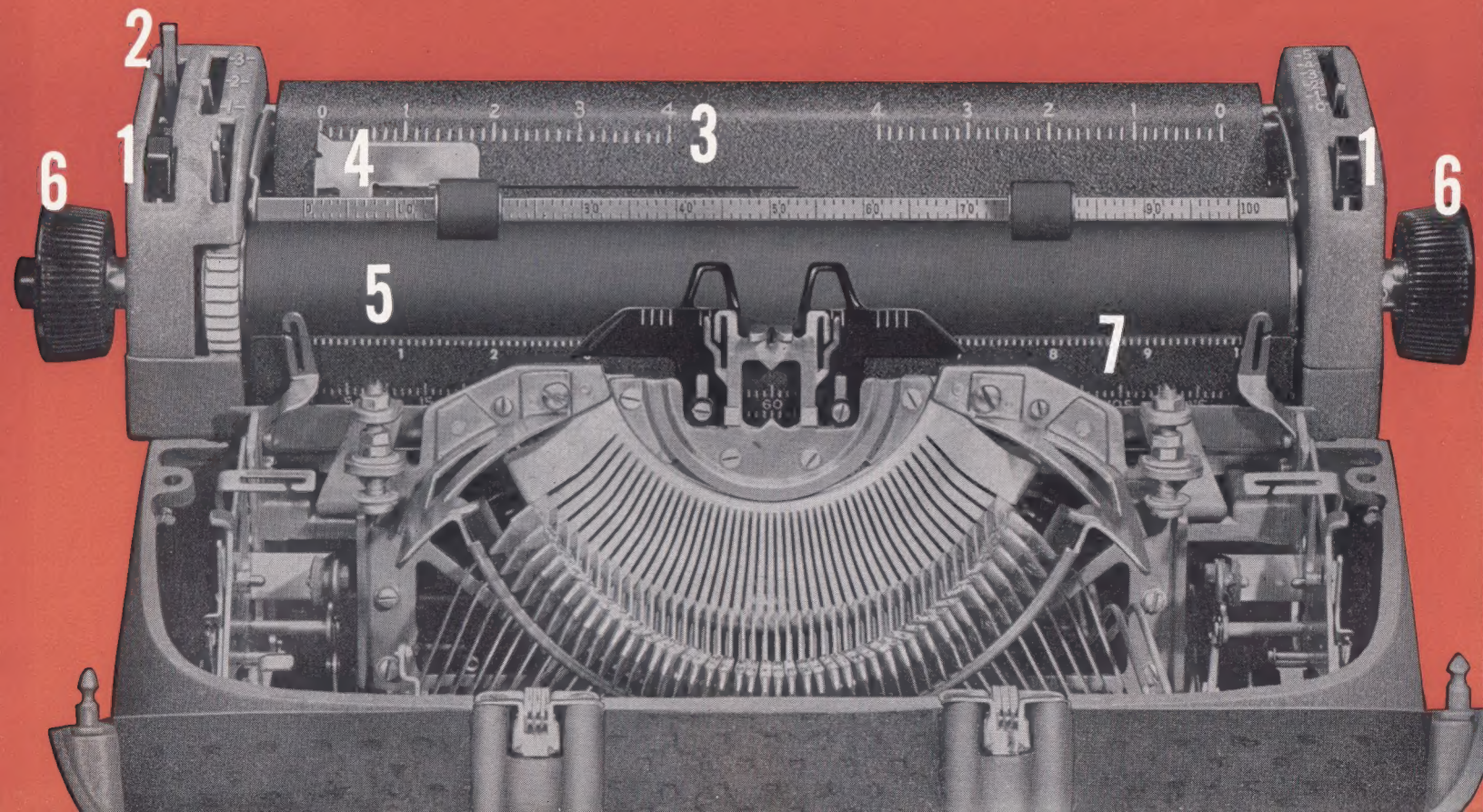
SHIFT KEYS AND SHIFT LOCK—The electrically-powered shift keys make shifting for capitals an easy operation. The shift lock can be released by touching either the left or right shift key.

CARRIAGE RETURN—TABS—BACK SPACER—SHIFT

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1. CARRIAGE RELEASE—To release the carriage, depress either the left or right carriage release lever conveniently located on either side of the carriage.

2. PAPER RELEASE—To release the paper, pull the paper release lever forward. This is the quickest way to remove finished copy. The paper release lever is used also to straighten paper which has not been inserted properly. The lever locks in the release position and in normal position.

3. PAPER TABLE—The paper table is directly in back of the platen. When inserting paper, rest the sheet squarely on the paper table and against the paper guide, and it will require no straightening.

4. PAPER GUIDE—The movable paper guide aids in the straight insertion of paper, and in centering the paper in the platen.

5. PLATEN—The platen is readily adjusted to normal writing position when making a large number of carbon copies by moving the multiple copy control at top right of machine. (See Multiple Copy Control.)

6. PLATEN KNOBS—The platen knobs are large and easy to grasp to aid in the rapid insertion of paper. With a little practice you can learn to twirl paper into your machine with one turn.

7. PLATEN SCALES—There are 2 scales conveniently located in front of the platen. The top one is graduated in inches, and the bottom one indicates the number of writing spaces on the platen. There are 85 pica writing spaces (10 to an inch) and 102 elite writing spaces (12 to an inch) to a full 8½ inch line.

The printing indicator below the type guide indicates the platen scale position. In the illustration the position is 60.

CARRIAGE—INSERTING AND REMOVING PAPER

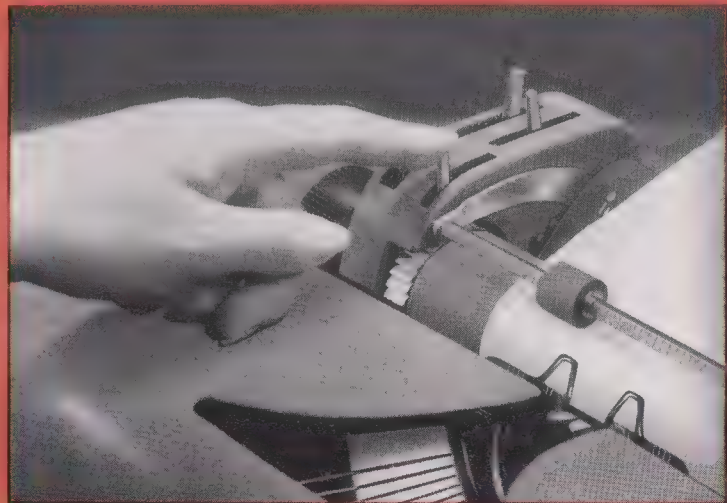
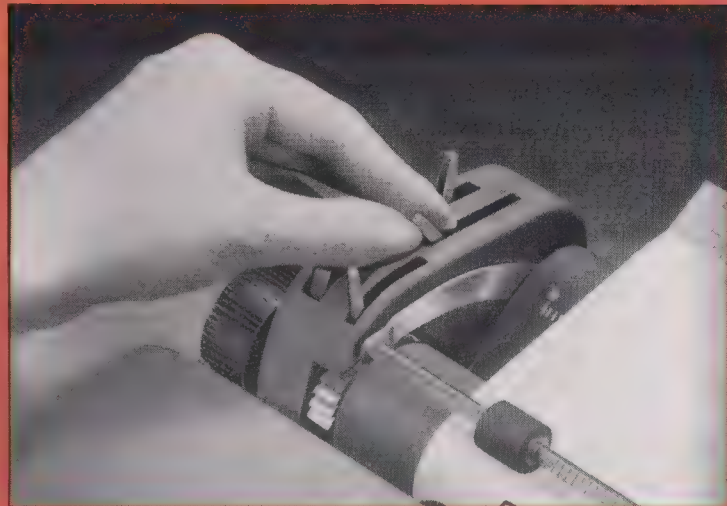
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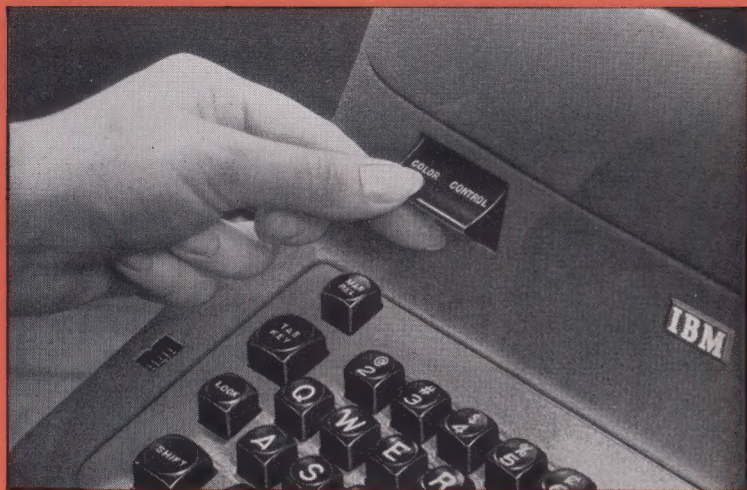
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LINE SPACE LEVER—The line space lever on the left side of the carriage is adjustable for single, double, or triple spacing.

Variable Line Spacer—The small knob on the left end of the platen is the variable line spacer, or the "soft roller." By pressing this button in, you can release the platen from the platen ratchet for minute spacing adjustments.

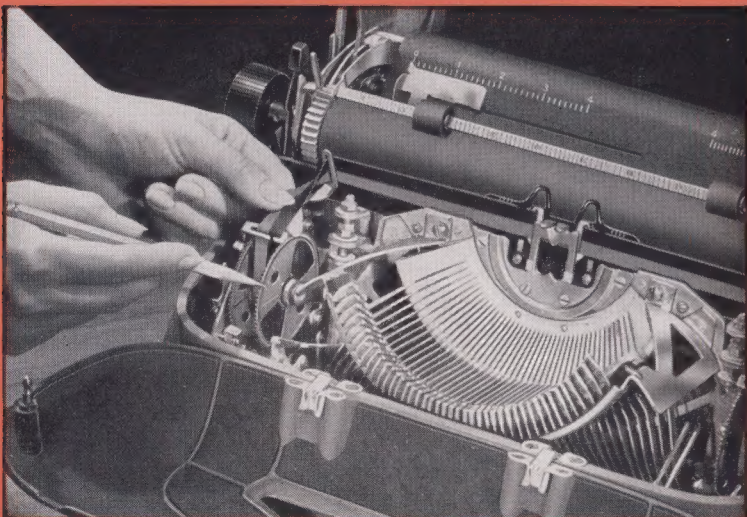
LINE POSITION RESET — When pushed back, the line position reset locks out standard spacing and permits turning the platen freely, forward or backward. When restored, standard spacing is resumed according to the setting of the line space lever.





COLOR CONTROL AND STENCIL

KEY—When pressed all the way down, the color control disengages the ribbon for writing stencils; up one notch, the top edge of ribbon is in printing position; up 2 notches, the center is in printing position (solid colored ribbons only); up 3 notches, the lower edge is in printing position.



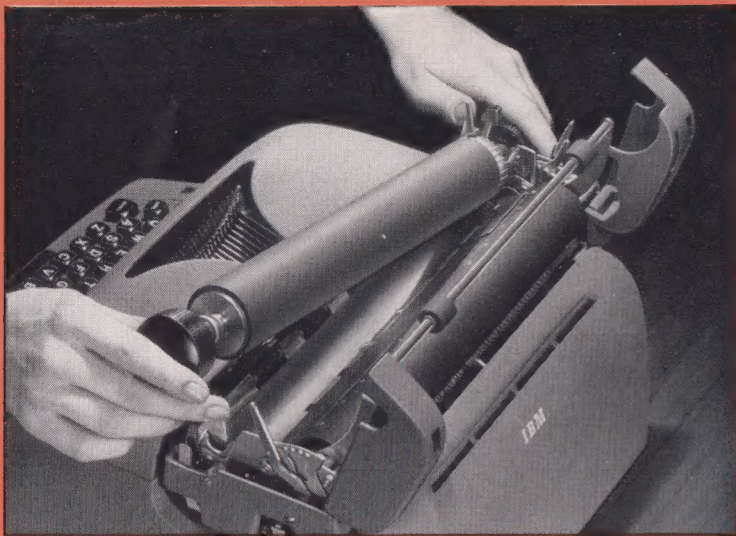
RIBBON FEED—When inserting a ribbon, be sure the teeth on the spool point toward the rear of the machine. Thread the ribbon from right to left.

Electric Ribbon Rewind—When installing a new ribbon, the electric rewind key is depressed to rewind quickly the used ribbon onto either spool.

Ribbon Reverse Levers—The ribbon reverse levers are located beside the ribbon spools and reverse the ribbon automatically on either side when the end of the ribbon is reached. You may change the direction of the ribbon manually at any point by pressing down on one of these. The lever of spool onto which ribbon is to be wound should be in "up" position.

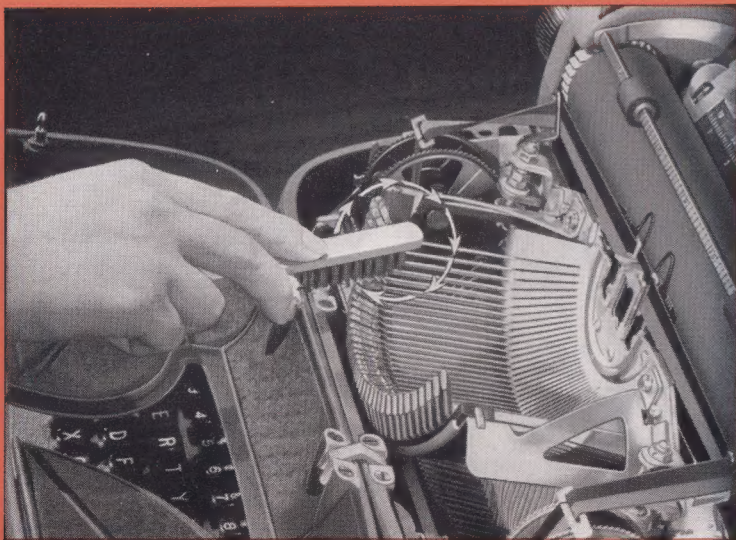
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REMOVING PLATEN—To remove the platen, center the carriage, lift the carriage side covers and the paper bail. Place hands under the platen knobs, thumbs on platen latches, and pull the latches toward you. Then lift out the platen—the right end first. Any good typewriter cleaning fluid can be used to clean the platen and the feed rolls under it.

To replace the platen, hold the left latch back with the thumb. Insert the left end of the platen at about a 45 degree angle, pushing it to the left and turning slightly. The right end will drop into place with ease. Be sure the latches engage the platen. It is not necessary to force any parts. A little practice will increase your skill.



CLEANING TYPE—The cover of your machine can be opened by grasping it lightly at the center opening and rolling it forward on its hinge. Brush in a circular motion toward you and away from the type basket, so that you scatter as little dirt as possible. Sometimes dirt in the basket causes type bars to stick. You can free the bars by advancing the impression indicator and releasing the keys that stick several times. **DO NOT OIL YOUR MACHINE.** Oil used indiscriminately on a typewriter may contact rubber parts and cause serious damage.

Use IBM Ribbons and Carbon Paper—For Consistently Fine Results

- IBM sets the highest standards of quality manufacture for all IBM ribbons and carbon papers, subjecting them to the most extensive scientific testing program.
- All IBM ribbons and carbon papers are tailor-made to the specifications of your IBM Electric Typewriter. With IBM supplies, you are assured that ribbons feed correctly at all times, carbon paper has the correct finish for all-electric typing—and results are always “letter perfect.”

IBM RIBBONS give even, sharp results page after page, are long wearing, easily handled, and consistently inked. As you shift from one typing level to the next, ink redistributes itself, keeping your ribbon fresh for days longer. All ribbons are tested for thread count (fabric) or thickness (carbon paper), longevity, tensile strength, and degree and consistency of inking (with the new electronic Densitometer).

The IBM line includes all kinds of fabric and carbon paper ribbons—in light, medium, and intense inkings—for every typing application: correspondence, billing, and all kinds of duplicating.

IBM CARBON PAPER produces fresh, clean, consistently legible impressions from the first copy to the last. You can use and reuse it with the same degree of satisfaction. It is scientifically manufactured not to curl or wrinkle, is non-smudge, and back-treated to prevent slippage. Sheets have diagonally opposite corner cuts for easy removal from carbon sets.

IBM carbon paper is available in all these weights, finishes, sizes:

Weights—4 lb., 7 lb., 10 lb.

Finishes—Intense, Medium, Hard

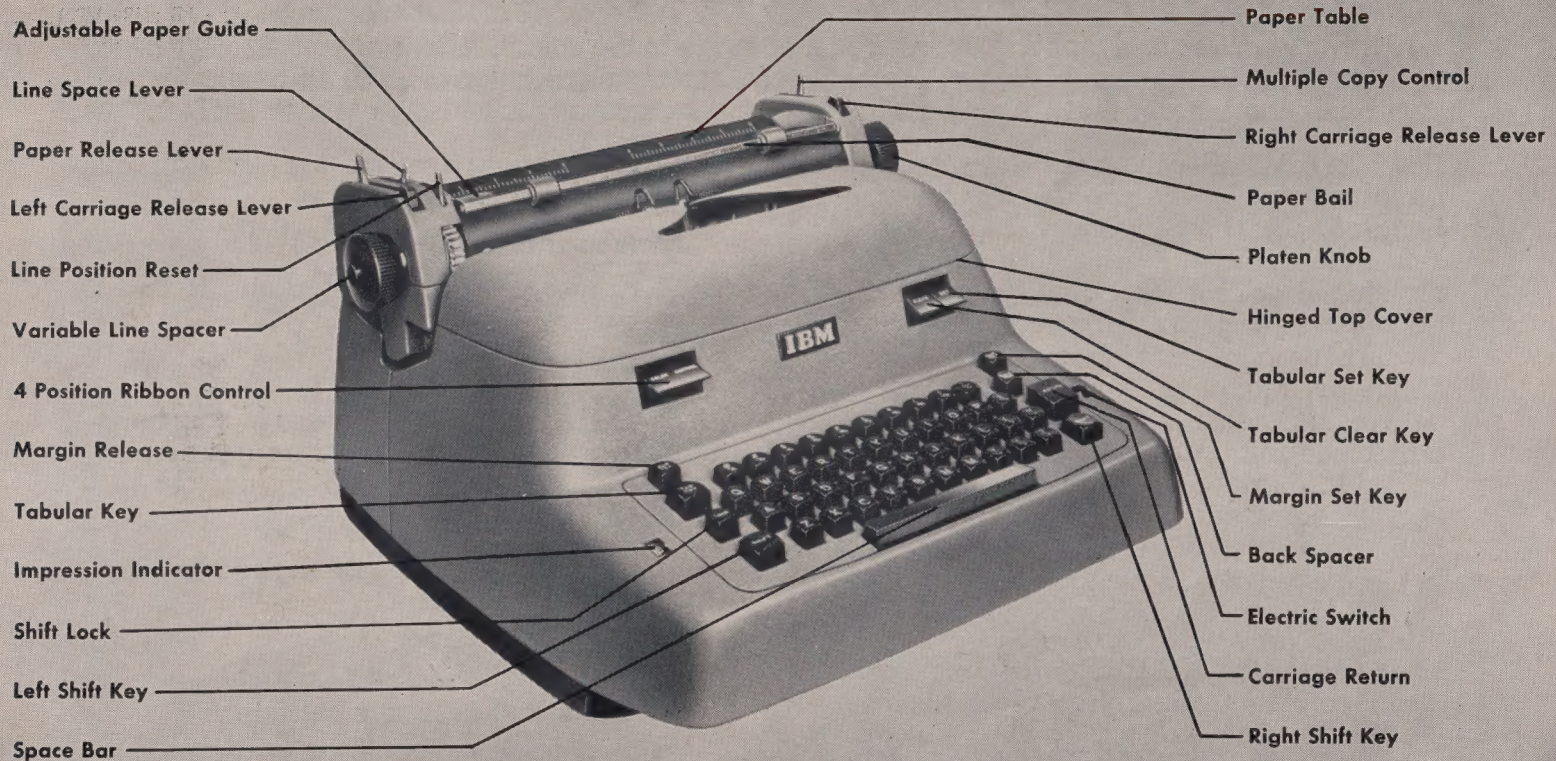
Sizes— $8\frac{1}{2} \times 11\frac{1}{2}$, $8\frac{1}{2} \times 13\frac{1}{2}$,
 $8\frac{1}{2} \times 14\frac{1}{2}$

A SPECIAL NOTE: All these factors have a bearing on determining the right carbon paper and ribbon for each typing job:

1. Number of copies needed
2. Intensity or sharpness desired on original and copies
3. Weight of paper
4. Finish and content of paper
5. Degree of hardness of platen
6. Size of type face

Therefore, we suggest consulting your IBM representative for help in determining which ribbon and carbon paper you need for best results. Use IBM supplies—designed for IBM electric typewriters.

IBM ELECTRIC TYPEWRITER FEATURES



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